



MEMORIAL HALL LIBRARY BOARD OF TRUSTEES MEETING AGENDA AND MINUTES

Meeting Date: Wednesday, September 10, 2014, 4pm

Minutes Approved: October 8, 2014

Location: Admin Conference Room, Memorial Hall Library, 2 N. Main St, Andover

Agenda --Trustees Meeting, September 10, 2014

Minutes

- Approve May minutes

Treasurer's Report(s)

- Accept 6/30 and 8/31 Treasurer's reports

Director's Update

- ARIS state report

Assistant Director's Report

- Landscape planning
- Chinese collection specialist

Old Business

- Lincoln portrait
- Balcony/Roof deck

New Business

- Policy changes
 - Meeting Room Policy
 - Food Rule
 - Security Camera Policy

Adjournment

Next meeting(s):

October 8

November 12

December 10



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Minutes - Trustees Meeting, September 10, 2014

Date: Wednesday, September 10, 2014
Present: Karen Herman, Tony Straceski, Larry Lamagna, Mark Yanowitz, Carolyn Fantini, Molly Foley, Beth Mazin, Susan Katzenstein.
Minutes: **The Minutes of the May meeting were approved.**
Treasurer Report: **The Treasurer's Reports as of June 30, 2014 and August 31, 2014 were approved.**

Director's Update

- ARIS state report
Beth shared the Annual Report Information Survey with the Board. Generally speaking the report revealed static numbers in most areas. There was a significant increase in the number and attendance of the Childrens' programs as well as a 58% increase in the Friends Membership.

Assistant Director

- Landscape Planning
The committee will meet next week. Maintenance of all the gardens is a problem. Beth would like some funding in the operating budget specifically for maintenance. The Board viewed the new garden on the Essex Street side of the building and all were concerned with the lack of maintenance.
The suggestion was also made to add some annuals for color in the patio area as the gardener had removed the summer annuals as part of fall maintenance.
- Chinese Collection Specialist
Wendy Kung was hired as a part time Chinese Collection consultant.
She is eager to do some outreach to the Chinese community.

Old Business

- Lincoln Portrait
The portrait is being conserved and framed. The vertical shelving in the Andover Room is ready for it. A digital reproduction of the portrait has been printed for viewing in the Memorial Hall.
- Roof Deck Plan



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Beth reported that the architectural plans are complete for the roof deck. Plants and Facilities will be preparing an FY16CIP project request for the roof deck/balcony as part of P&F-6 Major Town Projects.

- The Foundation
Karen reported that the State dissolved the Foundation and a final letter was sent to the IRS.
- Karen informed the Board about 2 major grants that could help to defray the cost of the work that is needed for the replacement of the Library's original windows that date back to 1873. She will keep us updated on this project.

New Business

- **Policy Changes**
The Board voted to amend the Meeting Room Policy under "guidelines"#4 to read:
Fire laws limit maximum capacity to 160 people in Memorial Hall, but only 120 may fit and only 120 chairs are available. The maximum capacity of the Activity Room is 30 people.

Adjournment at 5:55 pm.

The next meeting will be Wednesday, October 8, 2014 at 4pm.

Respectfully submitted,
Carolyn Fantini